

# POLICY

## Somerset Hills Board of Education

Section: Property  
7510. USE OF SCHOOL FACILITIES  
Date Created: February, 2008  
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### 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes and encourages the use of these facilities for worthwhile purposes provided that such use does not interfere with the educational and co-curricular programs of the schools district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent or designee. The Board reserves the right to authorize or deny the use of its facilities through the Superintendent or a designee if in its judgment there is good reason to do so. Use of school facilities will not be granted for any purpose that is prohibited by law. The Board also reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose, due to a school closing due to weather or other emergency, at its discretion for good reason, or if the applicant fails to follow the regulations or procedures for the use of school facilities.

Applicants interested in using the facilities of The Somerset Hills School District must adhere to the following conditions:

1. All requests from an outside organization are to be made to the Principal's office at least three weeks in advance of the requested date of use. Requests must be made on-line, using "School Dude" for Bedwell Elementary and Bernardsville Middle School. For Bernard's High School, requests must be made on the approved use of Facilities Form. The Principal shall determine if the use of facilities is appropriate, and if the areas for use are available for the requested dates. If the Principal deems that the use is appropriate and does not interfere with any school programs, he/she will forward the application to the Business Office, where fees, if any, will be determined.
2. The applicant shall provide, or have on file, a copy of its liability insurance to protect the school district against claims of injury or property damage arising out of the applicant's use of the school facilities. The required amount of insurance will be determined by the Board and specified under regulations and procedures, and a Certificate of Insurance naming The Somerset Hills School District Board of Education as an additional insured must be

submitted prior to final approval. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

3. The applicant shall adhere to the Board's policies/rules/regulations of and with all State and local fire, health, safety and police regulations. Smoking, alcoholic beverages, and illegal substances are prohibited on all school grounds.
  
4. The applicant shall assume responsibility for any loss or damage to school facilities or property, and will be charged for any loss or damage. The use of school equipment such as special lighting, sound system, risers, etc., must be requested by the applicant, and if specified, must only be operated or supervised by school personnel approved by the Board of Education.

The buildings will not be available during holidays, vacation periods, or whenever school is not in session, unless special arrangements have been made.

The approval of the use of school facilities to any organization will not be considered as an endorsement or approval of the organization or of the purposes it represents.

The group in which an organization is placed shall determine priority for the use of school facilities. The groups, in descending order of preference, are as follows:

1. School District Affiliated Organizations - These include the Home and School Associations, Booster Clubs, the Somerset Hills Education Foundation, etc., or any organization invited by the Board of Education, which are directly related to the overall school program.
  
2. Local Government Agencies/Recreation Departments and Non-Profit Youth Affiliated Organizations - These non-profit organizations' primary purpose is to serve the youth of the our communities, and include Boy Scouts, Girl Scouts, athletic leagues, various service organizations, and the recreation departments of Bernardsville, Far Hills and Peapack-Gladstone. These organizations should serve a representative number of pupils from the communities of The Somerset Hills School District.
  
3. Other Non-Profit Organizations - These include civic organizations, community groups, and church groups, which serve the residents of The Somerset Hills School District.

4. Profit - Making Organizations - These organizations will only be granted the use of school facilities if it is determined that the use will benefit the pupils of the school district or the members of its communities.

Organizations classified as either group 1 or group 2 will not be assessed fees for the use of school facilities, unless there are charges for custodial or other school personnel assistance. Such organizations will be charged whenever school is not in session. Organizations classified as either group 3 or group 4 shall, at the discretion of the Board, be assessed fees for the use of school facilities and equipment as specified under Rental Fees. These fees will be reviewed yearly by the Superintendent or designee for possible revision.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

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